



☛ City of Augusta, Georgia

☛ Housing & Neighborhood Development Department

Program Design & Application Package

<p>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM EMERGENCY SHELTER GRANT PROGRAM HOME INVESTMENT PARTNERSHIPS PROGRAM</p>
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Year 2004
(January 1, 2004 - December 31, 2004)

*One copy of this application must be submitted no later than
Wednesday, April 30, 2003 at 5:00 P.M. to:*

**Housing & Neighborhood Development Department
One 10th Street, Suite 430
Augusta, GA 30901
(706) 821-1797**

*This information is available via Internet:
http://augusta/departments/housing_dev/*

I. PROGRAM DESIGN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant Program was authorized as a result of Title I of the Housing and Community Development Act of 1974, as amended. This program provides the City of Augusta and other local governments with the opportunity to develop viable communities by funding activities that provide decent housing, a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. The program is administered and funded through the U.S. Department of Housing and Urban Development which makes available annual allocations to local participating jurisdictions to carry out the purposes and objectives of the Program. The amount of funding for fiscal year 2004 has not been determined but is expected to be approximately \$2,849,000.

A. What are the National Objectives of the CDBG Program?

CDBG funding is restricted to activities that meet one of three primary national objectives:

1. To benefit low- and moderate-income persons: Projects under this objective must either directly or primarily benefit low- and moderate-income City of Augusta residents (as defined by Section 8 Income Guidelines; see below) or serve low- and moderate-income areas of the City (see attached map).

2002 HUD INCOME LIMITS

FAMILY SIZE (persons)	Extremely Low Income	Very Low Income	Low Income
1	\$0 - \$10,500	\$10,501 - \$17,450	\$17,451 - \$27,950
2	\$0 - \$12,000	\$12,001 - \$19,950	\$19,951 - \$31,950
3	\$0 - \$13,450	\$13,451 - \$22,450	\$22,451 - \$35,950
4	\$0 - \$14,950	\$14,951 - \$24,950	\$24,951 - \$39,900
5	\$0 - \$16,150	\$16,151 - \$26,950	\$26,951 - \$43,100
6	\$0 - \$17,350	\$17,351 - \$28,950	\$28,951 - \$46,300
7	\$0 - \$18,550	\$18,551 - \$30,950	\$30,951 - \$49,500
8	\$0 - \$19,750	\$19,751 - \$32,950	\$32,951 - \$52,700

2. To eliminate slums and blight by directly addressing these conditions in individual facilities or areas. For a project to meet this objective, it must be designed to address the conditions causing the slums and blight. Generally, areas of slums and blight are determined by the City, though activities designed to remove a specific blighting condition can be considered. The City's designated slum/blight area is bounded by: (North) Savannah River; (East) East Boundary (South) Laney-Walker Boulevard (West) 15th Street.

3. To meet urgent needs (serious and immediate threat to the health and welfare of the community. This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. Therefore, the City is not soliciting proposals for this category.

B. What Activities Are Eligible for CDBG Funding?

Some of the specific projects that can be carried out with Block Grant funds include the following:

1. Acquisition of real property
2. Disposition of real property acquired with CDBG funds
3. Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers and street improvements
4. Demolition and clearance
5. Social services and job training and placement activities (Federal regulations restrict funding in this category to no more than 15% of the City's entitlement plus program income from the previous year.)
6. Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
7. Completion of urban renewal activities (included in approved U.R. plans)
8. Relocation payments and assistance
9. Improvements needed to remove architectural barriers for persons with disabilities
10. Acquisition, construction, installation of utility lines and facilities
11. Assistance with housing constructed or rehabilitated under the Housing Development Grant or Rental Rehabilitation programs
12. Rehabilitation of private or public residential units, including:
 - a. Acquisition for the purpose of rehabilitation;
 - b. Funding labor and/or materials;
 - c. Refinancing existing debt in conjunction with rehabilitation;
 - d. Improving energy and water conservation;
 - e. Connecting housing units to water or sewer lines; and
 - f. Providing support services such as counseling, work write-up, loan processing, inspections;
13. New construction of residential rental property for low-income households
14. Assistance to micro-enterprises
15. Code enforcement
16. Preservation or restoration of historic properties
17. Renovation of closed school buildings for eligible reuse
18. Special Economic Development activities which provide:
 - a. Commercial or industrial improvements carried out by grantee or non-profit subrecipient including acquisition, construction, reconstruction, or construction of commercial or industrial buildings, structures and other real property equipment and improvements; or
 - b. Assistance to private for-profit entities for any activity determined to be "appropriate" to carry out an economic development project that: 1) creates or retains jobs for low- and moderate-income persons; 2) creates or retains businesses

owned by community residents; 3) assists businesses that provide goods or services needed by and affordable to low- and moderate-income residents; or 4) provides technical assistance to promote such activities.

19. Special activities by a Community Based Development Organization (CBDO) for the purpose of providing neighborhood revitalization, community economic development, or energy conservation. Activities carried out by the following types of organizations:
 - a. Neighborhood-based non-profit organizations
 - b. Section 301 (d) Small Business Investment Companies
 - c. Community Housing Development Corporations (CHDOs)
20. Planning, management and program administration activities, including fair housing

Certain types of projects are ineligible for assistance from the CDBG program. The following types of activities generally are ineligible:

1. Construction of or improvements to general government buildings and schools.
2. Routine operation, maintenance and repair activities for public facilities and services.
3. Assistance to churches or church-affiliated organizations are not eligible, unless a clear separation of purpose, mission and organizational relationship can be established between the church and CDBG-funded projects.
4. Any costs already incurred by an organization prior to receiving a signed agreement from the City.

C. What are the Limitations on the use of CDBG Funds?

1. At least 70% of the grant must be used for activities primarily benefiting low- and moderate-income households.
2. No more than 15% of annual grant resources can be spent on “public services”, which includes both social service and job training programs. While federal regulations allow up to 15% of the annual grant to be allocated to public service programs, the City will devote only \$200,000 of its annual grant, based on current funding priorities.
3. No more than 20% of the grant can be spent on program administration costs, which includes planning, management and technical assistance to citizens, and fair housing programs.

D. Eligible Project Sponsors

Proposals will be accepted from local 501(c)(3) or 501(c)(4) non-profit corporations, local Community Housing Development Organizations (CHDO), Community Based Development Organizations (CBDO) and governmental agencies.

E. What are the Funding Priorities?

For the CDBG Program, proposals will be accepted for the following activities:

Activity	Amount of Funds Available From Grantee (City)	Maximum Grant Award To Subrecipient/Agency
Housing	\$1,088,136	\$100,000
Economic Development	\$ 300,000	\$ 30,000
Public Facility – Parks/Recreation Facilities	\$ 300,000	\$ 75,000
Public Services - Services for the Homeless to include case management, job training/placement, mental health care, housing placement & transportation. - Services for low- and moderate-income persons to include services for Seniors, Youths, Victims of Domestic Violence, Substance Abuse, HIV/AIDS, Employment Training, Transportation, & Crime Awareness.	\$ 200,000	\$ 25,000

F. What are the Geographic Areas Covered by CDBG?

1. For Low- and Moderate-Income Benefit: Activities such as individual housing rehabilitation, job training or social services, which provide services directly to a low- or moderate-income person or households, can occur anywhere in the City. Activities such as a new park, which provide benefits to a neighborhood or other geographic area, rather than to individuals, are targeted to areas in which 51% of the population has incomes at or below 80% of the Augusta median income in accordance with the year 2000 Census (see attached map). Eligible areas meeting this criteria are located in the following census tracts:

Entire Area of Census Tracts	Portion of Census Tracts
2, 3, 4, 6, 7, 8, 9, 14, 15, 103, 104 & 105.06	1, 10, 13, 102.04, 105.04, 105.05, 105.07, 105.11 & 106

2. For Slum and Blight Removal: A project can eliminate specific blighting conditions at a single building or site or in the City's approved slum/blight area: (N) Savannah River; (E) East Boundary (S) Laney-Walker Boulevard (W) 15th Street.

EMERGENCY SHELTER GRANT PROGRAM

The ESG Program is authorized under Subtitle B of Title IV of the Stewart B. McKinney Act. This program enables the City to provide housing and other services to persons who are homeless or are about to be homeless. The City anticipates receiving approximately \$91,000 - \$99,000 in ESG funds for fiscal year 2004.

A. What are the National Objectives of the ESG Program?

To provide safe and sanitary shelter and necessary supportive services for the homeless.

B. What Activities Are Eligible for ESG Funding?

1. Renovation, major rehabilitation, or conversion of buildings (but not acquisition or new construction)
2. Provision of essential services (up to 30% of grant): services concerned with employment, health, drug abuse and education; may include assistance in obtaining permanent housing, medical and psychological counseling and supervision, employment counseling, nutrition counseling, substance abuse treatment/counseling, childcare, transportation, job placement, job training, and staff salaries necessary to provide these services.
3. Operational expenses, including maintenance, operations, insurance, utilities, furnishings and administration.
4. Activities to prevent homelessness, including emergency financial aid, financial assistance in transitioning into permanent housing, landlord/tenant mediation services, and legal services in eviction proceedings.
5. Expenses of grant administration.

C. What are the Limitations on the use of ESG Funds?

1. No more than 30% of the annual ESG grant may be used for essential services and homeless prevention activities.
2. Staff costs (salary, fringe benefits) for shelter operations are limited to 10% of ESG grant.
3. Grant administration expenses are limited to 5% of the grant.

D. What are the Matching Fund Requirements?

Each agency must match the funding provided by the City with an equal amount of funds from other appropriate sources. These funds must be provided after the date of the grant award. Funds used to match a previous ESG grant may not be used to match a subsequent grant award.

In calculating the amount of matching funds, there may be included the fair market value of any donated material or building including the value of any lease on a building; any salary paid to staff of the agency or to any nonprofit recipient in carrying out the emergency shelter program; and the time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$10 per hour.

E. Eligible Project Sponsors

Proposals will be accepted from non-profit homeless agencies.

F. What are the Funding Priorities?

Activity	Amount of Funds Available From Grantee (City)	Maximum Grant Award To Subrecipient/Agency
<ul style="list-style-type: none">Renovation, Major Rehabilitation or Conversion <p><u>Renovation</u>: Rehab that involves costs of 75% or less of the value of the building before rehab. <u>Major Rehabilitation</u>: Rehab that involves costs in excess of 75% of the value of the building before rehab. <u>Conversion</u>: A change in the use of building to an emergency shelter for the homeless where the cost of conversion & any rehab costs exceed 75% of the value of the building after conversion.</p>	\$91,000-\$99,000	\$20,000
<ul style="list-style-type: none">Essential Services		
<ul style="list-style-type: none">Homeless Prevention		
<ul style="list-style-type: none">Operational Costs		

G. What are the Geographic Areas Covered by ESG?

This program is citywide.

HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM

The HOME program, created under Title II (the Home Investment Partnerships Act) of the Cranston-Gonzales National Affordable Housing Act of 1990, represented a historic commitment by the Federal Government to provide decent, safe and affordable housing for all Americans and to alleviating the problems of excessive rent obligations, homelessness and substandard and deteriorated housing stock in communities nationwide. The HOME Program is administered and funded through the U. S. Department of Housing and Urban Development which allocates annual allocations to local participating jurisdictions to carry out the purposes and objectives of the Program. Augusta-Richmond County anticipates receiving approximately \$1.4 million in HOME Funds for Fiscal Year 2004.

A. What are the Objectives of the HOME Program

1. Expand the supply of decent and affordable housing for low- and moderate-income households.
2. Strengthen the ability of government to provide affordable housing.
3. Provide financial and technical assistance to government and non-governmental entities.
4. Strengthen development partnerships involved in the production of affordable housing.

5. Increase access to homeownership opportunities for low and moderate-income households.

A. What Activities Are Eligible for HOME Funding?

1. Owner-Occupied Housing Rehabilitation – to assist existing owner-occupants with the repair, rehabilitation or reconstruction of their homes.
2. New Affordable Housing Construction and Housing Reconstruction
3. Assistance to First Time Home Buyers: the City may finance the acquisition and/or rehabilitation or new construction of homes for low/moderate income homebuyers.
4. Affordable Rental Housing: Acquisition, rehabilitation or construction of affordable rental housing.
5. Tenant-Based Rental Assistance (TBRA): Financial assistance for rent, security deposits and, under certain conditions, utility deposits may be provided to tenants. Assistance for utility deposits may only be provided in conjunction with a TBRA security deposit or monthly rental assistance program.

C. What are the Limitations on the use of HOME Funds?

1. At least fifteen percent (15%) of local HOME funding allocation is reserved for Community Housing Development Corporations (CHDOs).
2. The HOME Program requires non-federal matching funding of 12.5% of the annual grant amount.
3. Administrative costs cannot exceed 10%.

D. Eligible Project Sponsors

Applicants who can apply for HOME Funds include eligible local 501(c)(3) or 501(c)(4) non-profit corporations, local Community Housing Development Organizations or Community Based Development Organizations and selected for-profit organizations – including joint venture the purpose of responding to the objectives of the HOME Investment Partnerships Program.

E. What are the Funding Priorities?

The following funding priorities have been established for the local HOME funding program:

1. Preservation of the existing housing stock for low- and moderate-income households through rehabilitation and new construction activities;
2. Reverse and stem the tide of housing abandonment and dis-investment in target communities;
3. Provision of homeownership training and opportunities for low and moderate income households;
4. Preservation and revitalization of targeted Augusta Neighborhoods.

F. What are the Geographic Areas Covered by HOME?

HOME funded project must be located within the geographic boundaries of Augusta-Richmond County. However, priority funding consideration will be given to HOME activities that occur within specific designated target low- and moderate-income communities as outlined in the Augusta Consolidated Plan - see attached map.

G. Keeping HOME-Assisted Units Affordable

To ensure that HOME funded investments yield affordable housing that remain affordable over the long term, the HOME program imposes rent and occupancy restrictions over the length of affordability period that have been established in the national HOME Program guidelines. For homebuyers and rental projects, the length of the affordability period depends on the amount of HOME investment in the property and the nature of the activity funded. The table below provides the affordability periods.

HOME INVESTMENT PER UNIT	LENGTH OF AFFORDABILITY PERIOD
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years

II.

CONSOLIDATED PLAN HOUSING TABLES PRIORITY HOUSING NEEDS

PRIORITY HOUSING NEEDS (households)			Priority Need Level High, Medium, Low
RENTER	Small Related	0 – 30%	High
		31 – 50%	Med
		51 – 80%	Low
	Large Related	0 – 30%	High
		31 – 50%	Med
		51 – 80%	Low
	Elderly	0 – 30%	High
		31 – 50%	Med
		51 – 80%	Low
	All Other	0 – 30%	--
		31 – 50%	--
		51 – 80%	--
OWNER		0 – 30%	High
		31 – 50%	Med
		51 – 80%	Low

Homeless and Special Needs Population INDIVIDUALS

		Relative Priority
Beds/Units	Emergency Shelter	H
	Transitional Housing	H
	Permanent Housing	M
	Total	---
Estimated Supportive Services Slots	Job Training	H
	Case Management	H
	Substance Abuse Treatment	M
	Mental Health Care	H
	Housing Placement	H
	Life Skills Training	M
	Transportation	H
	Food Aid	M
	Rent/Clothes/Furniture	M
	Medical/Legal Aid	M
	Job Placement	H
Estimated Sub-Population	Chronic Substance Abusers	M
	Seriously Mentally Ill	H
	Dually – diagnosed	L
	Veterans	M
	Persons with HIV/AIDS	M
	Victims of Domestic Violence	H
	Youth	M

HOUSING HOMELESS PERSONS WITH FAMILIES & CHILDREN

		Relative Priority
Beds/Units	Emergency Shelter	H
	Transitional Housing	H
	Permanent Housing	M
	Total	---
Estimated Supportive Services Slots	Job Training	H
	Case Management	H
	Substance Abuse Treatment	M
	Mental Health Care	H
	Housing Placement	M
	Life Skills Training	M
	Transportation	H
	Food Aid	H
	Rent/Clothes/Furniture	M
	Medical/Legal Assistance	M
	Job Placement	M
Estimated Sub-Populations	Chronic Substance Abusers	M
	Seriously Mentally Ill	M
	Dually – diagnosed	L
	Veterans	M
	Persons with HIV/AIDS	M
	Victims of Domestic Violence	H

Sub-Populations	Priority Need High, Medium, Low, No Such Need
Elderly	High
Frail Elderly	High
Severe Mental Illness	Low
Developmentally Disabled	Low
Physically Disabled	Low
Persons w/Alcohol/Other Drug Addictions	High
Persons w/HIV/AIDS	High

NON-HOUSING COMMUNITY DEVELOPMENT NEEDS

Priority Community Development Needs	Priority Need Level High, Medium, Low, No Such Need
PUBLIC FACILITY NEEDS	
Neighborhood Facilities	L
Parks and/or Recreation Facilities	H
Health Facilities	M
Parking Facilities	L
Solid Waste Disposal Improvement	NSN
Asbestos Removal	NSN
Non-Residential Historic Preservation	M
Other Public Facility Needs (HDC & General)	M
INFRASTRUCTURE	
Water/Sewer Improvements	M
Street Improvements	H
Sidewalks	M
Flood Drain Improvements	H
Other Infrastructure Needs (Removal of Architectural Barriers)	M
PUBLIC SERVICE NEEDS	
Handicapped Services	M
Transportation Services	H
Substance Abuse Services	H
Employment Training	H
Health Services	M
Other Public Service Needs (Mental, legal general)	M
ANTI-CRIME PROGRAMS	
Crime Awareness	H
Other Anti-Crime Programs	NSN
YOUTH PROGRAMS	
Youth Centers	M
Child Care Centers	H
Youth Services	H
Child Care Services	M
Other Youth Programs (Abused & Neglected Children)	L
SENIOR PROGRAMS	
Senior Centers	M
Senior Services	H
Other Senior Programs	--
ECONOMIC DEVELOPMENT	
Rehab: Publicly- or Privately – Owned Commercial/Industrial	M
CI Infrastructure Development	M
Other Commercial/Industrial Improvements	M
Micro-Enterprise Assistance	M
ED Technical Assistance	M
Other Economic Development (DED to For-Profit)	M

III. CDBG, ESG AND HOME APPLICATION REVIEW PROCESS

Based on a Request for Proposal (RFP), applications for CDBG, ESG and HOME funding are received by the Housing and Neighborhood Department once a year annually. The RFP is usually issued publicly during early Spring of the year and an application submission deadline is established in the RFP. A copy of the CDBG, ESG and HOME Programs' RFP is included as an appendix to these application instructions. More detailed funding priorities and eligibility standards are outlined in the RFP.

Upon receipt of applications, HND staff will review each application to determine if each application meets minimum threshold requirements. A preliminary review of all applications is conducted. Upon completion of this review, all applications are forwarded to the Department's Citizens Advisory Committee with appropriate staff recommendations – for its final review and funding recommendation. The Citizens Advisory Committee: 1) will review each application along with the staff comments; 2) may request oral presentations from each application; 3) may visit each proposed project location; and 4) may request additional information from the applicant and/or HND staff to address specific technical, programmatic or development related issue. After completion of the review process, funding recommendations are made by the Committee in cooperation with HND staff for formal inclusion in the City of Augusta's Annual Action Plan that is submitted to the Augusta Commission for final action.

**PROPOSAL APPLICATION INSTRUCTIONS
FOR APPLYING FOR FUNDING UNDER
THE 2004 CITY OF AUGUSTA CONSOLIDATED PLAN PROGRAMS:
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
EMERGENCY SHELTER GRANT (ESG)
HOME INVESTMENT PARTERSHIPS PROGRAM**

APPLICATIONS ARE DUE NOT LATER THAN APRIL 30, 2003.

This package provides information about program requirements, policies, and the application process for funds provided to the City of Augusta under the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan programs. The Consolidated Plan, which covers the years from 2000-2004, sets priorities for the expenditure of HUD program funds through the year 2004.

I. Pre-Qualification Criteria for New Applicants

Before proceeding to complete the application form, please review the following Pre-Qualification Criteria. If your agency (or sponsoring partner) cannot provide documentation that it meets **all** of these criteria, **your application will not be considered for funding**. (*Note: Governmental agencies proposing to serve City of Augusta residents are not required to meet these criteria, except for #5.*)

Requirement	Documentation
1. Applicant must have had non-profit 501(c)(3) status at least 2 full years, have 2 full years of operating experience under another non-profit entity which meets this criteria, or be a governmental entity proposing to serve City of Augusta residents.	Copy of IRS 501(c)(3) form
2. Applicant must be registered and licensed to do business in the State of Georgia at the time of application.	Current Certification from Secretary of State
3. Applicant must have at least 12 months experience in an area directly related to proposed activity, be partnered with non-profit which has such experience, or have principal staff with such experience.	Documentation may include letters of support, funding commitments, resumes of principal staff, and descriptions of past activities.
4. Applicant (or sponsoring agency, if applicable) must have a financial statement which covers at least 12 months of operation, prepared by a qualified accountant or service. If agency has annual income, which exceeds \$100,000, applicant must have conducted an annual independent audit, which must be submitted with application. Audit must be no older than 12 months prior to application.	Copy of audit or financial statement, which meets criteria, described.
5. Applicant must submit copy of written financial management procedures, including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income.	Copy of written financial management procedures.

Do Not Submit An Application If You Cannot Meet All Of The Above Criteria.

II. Pre-Qualification Criteria Applications Currently Receiving Funding

Applicants whose project(s) were approved for funding under these programs in previous years must meet the following additional pre-qualifications at the time of application in order to qualify for funding consideration of a proposed new project and/or continuation project:

1. Agency must be in compliance with all terms and conditions of its previous years' contract agreement.
2. Agency must not have any outstanding HUD or City monitoring findings.

III. Eligible Applicants Who May Apply

The City accepts proposals from any source, including agencies, governmental entities, civic groups, and individual citizens. However, only certain types of applicants may be designated as *grant recipients*. These include governmental agencies within the City of Augusta and private non-profit organizations serving the City of Augusta. Requests for individual assistance, either as a homeowner or for a business, should *not* be made on this application form, but as follows:

1. Individual homeowners needing housing assistance – call the Housing & Neighborhood Development (HND) Department (Housing Rehabilitation Program) at 821-1797 for direct assistance information.
2. Individual for-profit businesses needing economic development loan assistance - call HND Department (Economic Development Program) at 821-1797 for direct assistance information.
3. Individuals needing sidewalks, street lights, etc. – call the City's Public Works Department at 796-5040.

IV. Available Funding Sources

The City of Augusta annually receives *three* different grants from HUD under its Consolidated Plan grant programs, and their primary purposes are:

1. **Community Development Block Grant (CDBG)** – to provide housing, improve living conditions, and expand economic opportunities, principally for low- and moderate-income persons;
2. **HOME Program** – to expand the supply of decent, safe, sanitary and affordable housing for low- and moderate-income persons;
3. **Emergency Shelter Grant (ESG)** – to provide safe and sanitary shelter and supportive services for the homeless.

V. The Consolidated Plan Priorities

The priorities for these three grant programs are spelled out in detail in the City's adopted "Consolidated Plan for 2000-2004. The City's vision of Augusta includes providing decent affordable housing, creating and maintaining safe and livable neighborhoods, and fostering economic opportunities for all of its citizens. The major focus of the Consolidated Plan is affordable housing and homeless assistance, especially for low-to-moderate income families as required by HUD. Key priorities include:

1. Improving the existing housing stock;
2. Increasing affordable housing opportunities;
3. Revitalizing and preserving neighborhoods;
4. Supporting a continuum of care to address the needs of families and individuals who are homeless in Augusta;
5. Supporting social services that enable families and individuals to meet their basic life needs and improve their quality of life; and
6. Improving infrastructure and public facilities to make neighborhoods more livable and safe.

VI. The Proposal Review Schedule and Process

The grant programs operate on a calendar-year basis, with program years that begin January 1 and project funding available for disbursement beginning in April/May.

The proposal review/processing schedule begins well ahead of the calendar program year, due to the comprehensiveness of the proposal evaluation process, the significant amount of funding being allocated, and the large number of proposals being considered. The proposal process schedule is as follows:

February - April: Application packages are available beginning in February. Completed applications requesting Year 2004 funding must be received by the City of Augusta no later than 5:00 p.m. on Wednesday, April 30, 2003.

An application workshop will be held February 24, 2003 from 9 a.m. to 12 noon at the Richmond County Health Department, 950 Laney Walker Boulevard, Augusta, Georgia.

Also, two (2) public hearings will be held to obtain input from citizens regarding their needs and the needs of their neighborhoods and the City.

Public Hearing Schedule

Date	Time	Location
February 17, 2003 Monday	11:00 a.m.	Municipal Building 530 Greene Street, 8 th Floor
February 17, 2003 Monday	6:00 p.m.	Municipal Building 530 Greene Street, 8 th Floor

May through mid-August: Applications are reviewed and evaluated by HND staff and the Citizen's Advisory Committee from May through mid-July. The Citizen's Advisory Committee

(CAC) is comprised of ten (10) members of the community, one from each political district of the City. The commissioner of his or her respective district appoints each member. The CAC is *advisory* in nature. The purpose of the committee is to provide citizen input into CDBG/ESG/HOME planning and implementation activities.

Applications are evaluated on a number of factors including eligibility, feasibility of project, capacity of agency to carry out project financially and programmatic, implementation timing and concerns, and Consolidated Plan priorities. During the review period, applicants may be asked to provide additional information or clarification on their proposals as needed. Proposals are evaluated and ranked using the City's Scoring Criteria that is included in this package. Recommended projects and funding levels are then determined and the proposed Action Plan for Year 2004 is developed and submitted to the Administrative Services Committee who will subsequently make recommendations to the Commission for final project selections.

Mid-August through September: Once the Commission approves the Proposed Year 2004 Action Plan (AP), the AP is published in the local newspapers for a 30-day public comment period.

October through November: The 2004 Action Plan including citizens comments are presented to the Commission for final approval. The 2004 Action Plan, incorporating Commission changes if any, is then finalized and submitted to HUD for receipt by November 15, 2003.

VII. Application Submission Instructions

Application Availability: Applications are available at the Housing & Neighborhood Development Department, One 10th Street, Suite 430, Augusta, Georgia, between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday.

The application form is also available on the Web at: http://augusta/departments/housing_dev/

HND staff is available to provide technical assistance on how to complete an application. Please call 821-1797 to make an appointment or attend the Application Workshop scheduled on February 24, 2003 at the Richmond County Health Department on Laney-Walker Boulevard.

Submission Requirements:

1. Separate Applications for Separate Projects: Requests for funding in more than one major funding category (e.g. affordable housing, economic development or public services) should be submitted on separate application forms.
2. Outcome Measures: The City reviews project success in terms of the impact on clients and beneficiaries in addition to the project activities. Describe the major outcomes of this project, what tasks and outputs are necessary for project participants to realize the desired outcome and how that will be measured.

3. Application Copies: Submit one original and one copy of the completed application.
4. Audit/Financial Statements: Applicant must provide three (3) copies of the most recent audit (not older than 2001) or financial statement (See “I. Pre-Qualification Criteria” above). These audits/financial statements may be bound and should be the last exhibit in the application.
5. Implementation Timetable: The City is required to expend CDBG dollars in a timely manner. Each year, HUD evaluates the City’s expenditures and if a jurisdiction has more than 1.5 times its annual grant amount unexpended, these grant dollars will be recaptured by HUD. All applicants should apply for only those funds that can be expended within a 12-month period.
6. Contractual Requirements:

Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

- A. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private non-profit or governmental agency. If non-profit, they must be incorporated under Georgia State law and have a 501(c)(3) status.
- B. After an application is approved for funding, an agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Subrecipients will be required to file regular reports on expenditures, progress toward goals and beneficiaries. Forms for these reports will be provided.
- C. Subrecipients will be required to obtain adequate insurance covering workmen’s compensation, bodily injury, property damage, or automobile liability, and fidelity bond depending on the nature of the project. Also, any necessary licenses for complying with all applicable federal, state and municipal laws, codes and regulations must be obtained.
- D. Subrecipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

VIII. Commonly Asked Questions

Q. What if I don't meet all the Pre-Qualification Criteria but hope to be able to meet them after the application deadline?

A. Applications that do not meet all of the Pre-Qualification Criteria at the time of application will not be reviewed for funding. Do not submit an application if you do not meet all of the Pre-Qualification Criteria.

Q. What if I don't have all the information requested on the application?

A. Do not apply if you do not have all the information requested on the application.

Q. Who needs to submit an audit with the application? Can a yearly financial statement be submitted instead?

A. Agencies that have an annual income of less than \$100,000 may submit the most recent yearly financial statement (no older than 2001), if an independent audit has not been done. For agencies with annual incomes exceeding \$100,000, a financial statement is not an acceptable submission substitute for an audit. Agencies that have an annual income that exceeds \$100,000 must have an annual independent audit. Applicants that receive more than \$300,000 in federal or federally-derived funding should have an A-133 audit.

Q. When can I submit an application? Do I have to wait for the April 30 deadline?

A. The City's HND Department accepts applications from February through April 30. You do not have to wait until the deadline.